



## **Sport Mission Staff Applicants Only**

### **Position Description – Sport Mission Staff**

Sport Mission Staff report to the Chef de Mission and/or Assistant Chef de Mission. Sport Mission Staff members work directly with assigned sports to assist with specific Games preparations as well as other responsibilities within the Mission Team. Sport Mission Staff work closely with their respective sports' coaches and managers to ensure they have all the information required to be prepared for the Games. During the Games, Sport Mission Staff do whatever it takes to eliminate distractions for athletes and coaches to allow them to focus on preparation and performance on the field of play. Sport Mission Staff dedicate their time and energy at the Games, which can include long hours, trouble shooting, and making challenging decisions in a dynamic environment. Sport Mission Staff have a direct and positive impact on the overall experience of Team BC's athletes and coaches.

The responsibilities include but are not limited to:

### **Pre-Games Responsibilities**

- Understand the terms of and sign the Team BC Mission Staff agreement;
- Become familiar with Canada Games Council, Host Society, and Team BC policies and Code of Conduct documents;
- Connect with designated sports upon selection to start building a relationship with the coaches and support staff;
- Participate in monthly Mission Staff conference calls and provide updates on their sports' progress of games planning, athlete and coach selection, and any questions that have come up;
- Create a plan with designated sports to attend training camps or competitions to observe the sport and get to know athletes and coaches;
- Attend two in-person Mission Staff Training Camps for team building and Games training;
- Contribute to the development of the Mission Staff values and goal setting, done at the Mission Staff Training Camps;
- Attend a training camp to present important Team BC updates, policies, and Games' expectations to the athletes and coaches;
- Gain a clear understanding of the sport technical packages for the assigned sports especially regarding athlete and coach eligibility, competition format, and protest and appeals procedures;
- Be familiar with Team BC's policy on Safe Sport, harassment, anti-doping and fair play, and co-ordinate the delivery of education sessions on these topics with your assigned sports;
- Complete professional development courses that will further develop skills and knowledge required in this unique sport experience;
- Identify special needs and potential problems of your assigned sports and provide regular updates to the Team BC Leadership Team;
- Assist with ceremonial uniform distribution, if necessary;
- Assist the Provincial Sport Organization and coaching staff of your assigned sports with administrative requirements (i.e. coach roster development, coach exemption requests, team and athlete registration, uniform sizing and distribution, travel arrangements, etc);
- Attend in-person regional Mission Staff social events for team building;
- Assist the Team BC Games Coordinator with Games Prep Program administration, as necessary;
- Ensure that all athletes, coaches, and managers of assigned sports meet Canada Games eligibility requirements;
- Complete online Canada Games registration, including all necessary waivers and training resources;
- Work with BC Games Society staff to ensure that individual and team registrations are completed accurately by the deadlines set by Team BC;
- Attend the in-person Team BC Coaches' Meeting.

## **At Games Responsibilities**

- Represent Team BC in a professional manner ensuring positive and respectful behavior and support to colleagues, athletes, and coaches;
- Welcome your sports on arrival day and help with accommodations check-in and other arrivals day tasks and responsibilities;
- Attend daily morning Mission Staff meetings and provide updates from each sport as well as any other non-sport tasks/responsibilities;
- Attend the coach technical meeting for each designated sport;
- Arrange daily meetings with the coaching staff to provide important updates and assess any needs they might have;
- Attend competitions and practices for your assigned sports, unless other non-sport duties are required;
- Troubleshoot challenges with logistics and make decisions in a dynamic and sometimes stressful environment;
- Verify sport results for accuracy and convey the information to the Team BC Mission Office and to the Communications Team;
- Work with the Communications team to provide daily recaps for your sports as needed;
- Facilitate interviews with athletes and coaches and collect quotes as requested by the Communications Team;
- Report issues with team accommodations or ground transportation;
- Communicate with Phase 2 sports as they prepare for travel to the Games to ensure they have all of the information they need;
- Monitor the protocol and integrity of on-site athlete drug testing;
- Assist coaches and managers with administrative details and communicate matters related to Games' policies and procedures;
- Assist the coaching staff with protest procedures;
- Report any signs of poor behavior, harassment, abuse, or any safe sport violations using the established reporting processes;
- Assist with disciplinary issues if required;
- Assist with crisis management and emergency situations;
- Keep receipts for any incurred out-of-pocket expenses that come up during the Games;
- Perform assigned duties from the Leadership Team;
- Assist with duties in the Mission Office, such as merchandise sales, clean up, cheer kit distribution, etc;
- Attend and assist with set up of the Team BC special events (pep rally, coach reception, friends and family reception, Mission Nights, etc);
- Cheer on Team BC!

## **Post Games Responsibilities**

- Submit expense claim for any out-of-pocket expenses incurred at Games;
- Submit final report to the Chef de Mission;
- Follow up on any outstanding matters with your sport(s) resulting from the Games;
- Complete the Mission Staff Games Evaluation survey;
- Complete duties as assigned by the Chef de Mission and Operations Manager;
- Attend post-Games Mission Staff debrief.

## **Skills and Experience Required**

- A passion for sport and a desire to have a direct impact on the experience of Canada's best athletes and coaches;
- At least 5 years working and/or volunteering in sport or a similar setting;
- Previous experience as an athlete and/or coach is an asset but not required;
- Strong administration skills and attention to detail;
- Strong interpersonal skills, a true team player, and desire to help others;
- Proficient with Google Suite applications and Microsoft Office (Word, Excel, and PowerPoint);
- Strong time and priority management skills, ability to meet deadlines and respond to communications in a timely manner;
- Strong writing, editing, and proofing skills;
- A strong understanding of the BC sport sector, and of the sports you are applying to support;
- Is fully comfortable and prepared to work 18-20 days straight with very long hours and in sometimes stressful situations, away from your regular personal and professional life